

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Logistics Services Division, OL      DATE: 1 March 1963

FROM : Deputy Chief, Mail and Courier Branch, LSD/OL

SUBJECT: Monthly Activity Report - Mail and Courier Branch

## 1. GENERAL

### a. Special Services Provided by the Mail and Courier Branch

The Mail and Courier Branch received and serviced 890 requests for special service during the month of February 1963.

### b. Publishing of Mail and Courier Branch Scheduled Runs

A notice of the Mail and Courier Branch's scheduled runs will be published on or before 21 March 1963. The conveyor stations in Headquarters Building are now in full operation, and the sending and receiving times have been coordinated with the scheduled trips between R & S Building and Headquarters Building.

### c. Operation of Conveyor and Tube Systems

All three systems are now in full operation. During the month of February 1963, the percentage of rejects was 2.0%. A total of 66,239 carriers were handled by the three systems.

The A system received 46,306 carriers

The B system received 14,176 carriers

The C system received 5,757 carriers

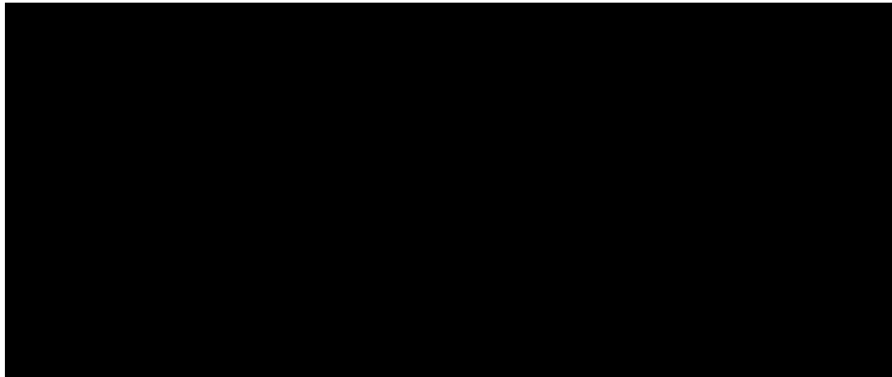
During the month of February 1963, 183 requests for service were received by the Carrier Maintenance Section. 144 carriers were repaired.

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d. New Requirements Placed on the Mail and Courier Branch



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On 20 February 1963, this Office received a request from the Office of Col. Grogan, Archivist, ODCI, to have a courier pick-up 2 copies of the Northern Virginia Sun at their office at [REDACTED] each Saturday morning at 0930 hours. This service was initiated on 23 February 1963.

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2. OTHER ITEMS OF INTEREST

a. Reduction of Scheduled Overtime

This Office has been providing a standby courier for an 8 hour tour each Saturday and Sunday for CIA Watch Office. Per a telephone conversation between [REDACTED] CIA Watch Officer, and [REDACTED] C/M&CB, on 1 February 1963, it was agreed that this requirement could be terminated immediately.

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As a result of this same conversation, we were able to combine the night Cable pick-ups, previously performed by 2 couriers, into a 1-man operation on Saturday and Sunday nights, thereby eliminating 16 hours of overtime each week. Termination of 64 hours overtime each pay period resulted from this arrangement.

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This Office is constantly seeking ways and means to eliminate overtime. The Office of Current Intelligence was contacted by this Office in regards to the 72 hours overtime used by the 3 couriers detailed to their office on a full-time basis. OCI contends that elimination of this overtime would seriously impair their operation.

b. Transfer and Resignation of Mail and Courier Branch Employees

During the month of February 1963, 2 new employees were assigned to the Mail and Courier Branch. No transfer of Mail and Courier Branch employees were effected during February, but 10 employees have been accepted by other offices, and these transfers are predicated upon suitable replacements.

c. Installation of Fluoroscope Machine in R & S Building

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The [REDACTED] has installed a Fluoroscope Machine in Room 1231, R & S Building. Operation of this machine is still being held in obeyance pending approval by the Office of Security and Medical Staff.

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Distribution:

- 1 Orig. & 1 - Addressee
- 1 - M&CB file

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OL/LSD/M&CB: [REDACTED]

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